

RISK ASSESSMENT FOR: Full School Reopening during COVID 19 outbreak.

Risk assessment applies to mainstream schools, Special schools, special post-16 institutions and hospital schools:

Establishment: Kingsgate Primary School	Assessment by: Liz Hayward (Headteacher)	Date: 15.10.20	
Risk assessment number/ref: RA-002	Headteacher Approval:	Date: 15.10.20	
	Chair of Governors Approval:	Date: 15.10.20	
	All employers have a duty to consult employees on health and safety.		
	Have staff been consulted in production of this risk assessment?	YES	Date: 14.10.20

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
Adequate Staffing Levels		<ul style="list-style-type: none"> School to determine content and timing of staff communication(s) including if bringing staff in before pupils or delaying return of pupils if necessary Consider options if the necessary staffing levels can't be maintained (including school leaders and key staff like designated safeguarding leads and first aid providers). Identify staff who can't return to school at this point and how they can be redeployed (for example, supporting remote education. Agree any flexible working arrangements needed to support any changes to usual patterns e.g. staggered start/end times Decide what staff training (either delivered remotely or in school) is needed to implement any changes the school plans to make Training or information provided to staff on the correct way and procedure on putting PPE on, also the correct way and procedure of taking PPE off. https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures 	Individual risk assessment to be undertaken where required			
Clinical risk to vulnerable	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of 	Individual risk assessment to be undertaken where vulnerable			

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<p>groups from COVID 19</p> <p>SEND pupils</p> <p>Black, Asian and Minority Ethnic Groups (BAME)</p>		<p>coronavirus (COVID-19) - this means that even the small number of pupils and students who will remain on the shielded patient list can also return to their setting, as can those who have family members who are shielding - see current advice on shielding</p> <ul style="list-style-type: none"> • Pupils and staff who are no longer required to shield, but those who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment) - see advice from Royal College of Paediatrics and Child Health • Where a pupil is unable to attend their setting because they are complying with clinical or public health advice, settings are expected to be able to immediately offer them access to remote education. • People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. • Ensure up to date risk assessments for children on EHC plans, carried out with educational providers and parents/carers. • This might include visits to the setting, social stories, and other approaches that specialist settings normally use to enable a child or young person with SEND, who has spent some time out of education, to return to full provision. • Evidence suggest that people from Black, Asian and Minority Ethnic (BAME) groups are affected by COVID-19 disproportionately. • Risk assessment undertaken with BAME staff members using Individual Risk Assessment form 	<p>staff have been identified</p>			
<p>Possible transmission of the virus through person-to-person contact.</p>	<p>Staff, pupils, contractors, visitors</p>	<p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> • virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales • the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on etc. • people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth <p>To manage the risk Schools should refer to latest government Guidance for</p>				

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		<p>full reopening of schools. The system of controls provides a set of principles and if settings follow this advice effectively, they will effectively minimise risks.</p> <p>PREVENTION:</p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2. Clean hands thoroughly more often than usual 3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5. Minimise contact between individuals and maintain social distancing wherever possible 6. Where necessary, wear appropriate personal protective equipment (PPE) <p>RESPONSE TO ANY INFECTION</p> <ol style="list-style-type: none"> 7. Engage with the NHS Test and Trace process 8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community 9. Contain any outbreak by following local health protection team advice 				
<p>PREVENTION:</p> <p>Social distancing</p>		<ul style="list-style-type: none"> • It is recognised that younger children and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group. • Ensure that children, and staff where possible, only mix in a consistent groups and that group stay away from other groups to reduce the network of possible direct transmission. • EYFS classes to use staff: child ratios to split classes into small groups. • Special schools/ special post-16 settings and hospital schools might operate a part time rota to safely accommodate as many children as possible • For secondary children social distancing and hygiene practices (see below) should be adhered to where face-to-face teaching is necessary. • Set up desks as far apart as possible. 	<p>Introduce new playtime and lunchtime arrangements to reduce the size of bubbles</p>	<p>HT</p>	<p>16.10.20</p>	<p>Yes</p>

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		<ul style="list-style-type: none"> • Designate areas for staff breaks that maintain social distancing and hygiene. <p>Meetings/1-2-1s/training</p> <ul style="list-style-type: none"> • Limit face-to-face meetings to those that are essential. Ensure these are in large enough areas to maintain adequate social distancing; or via electronic means (Microsoft Teams etc.) <p>Offices / IT suites etc.</p> <ul style="list-style-type: none"> • Workstations acceptable distance apart (2m) / alternate workstations occupied; • One side of banks of desks used to avoid face-to-face contact across desks. 				
<p>PREVENTION:</p> <p>Personal Hygiene</p>		<ul style="list-style-type: none"> • Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with ongoing stock monitoring and re-ordering procedures set up. • Ensure soap and hand towels are regularly topped up at all washing stations. • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance. • Site staff to regularly clean the hand washing facilities. • Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving. • Tissues will be provided for classrooms. Staff to replenish as needed. • Ensure bins are provided for tissues in every classroom. <p>Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p>				
<p>PREVENTION:</p> <p>Enhanced Cleaning</p>		<p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Cleaning protocol is as follows:</p>				

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		<p>Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>				

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<p>PREVENTION:</p> <p>Cleaning of Contact points Equipment use printers, workstations, apparatus, machinery etc</p>		<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Activities and resources</p> <ul style="list-style-type: none"> • Re-plan lessons / activities to avoid shared resources. • Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned after use. <p>For secondary Science and DT also consider CLEAPPS advice for suggested considerations in undertaking practical work when schools reopen in September 2020</p> <p>All shared resources to be cleaned after use (including computers, PE equipment etc.). This must be built into end of lesson activity routines.</p> <p>Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student is too young then arrangements for IT support staff etc. to clean.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p>	Reminder for staff.	HT	15.10.20	Yes
<p>RESPONSE:</p> <p>Managing suspected cases of coronavirus in a setting</p>	Staff, pupils, contractors, visitors	<p><u>Reducing COVID-19 risk</u></p> <ul style="list-style-type: none"> • Ensure that parents and carers are aware of COVID-19 symptoms: <ul style="list-style-type: none"> ○ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) ○ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) ○ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal • Ensure that parents and carers are aware they should not send children to the school or EY setting if they are unwell with COVID-19 symptoms or if someone living in their household is unwell with COVID-19 symptoms. If the child is unwell they should self-isolate for 	Reminder for parents	HT	14.10.20	Yes

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Testing and contact tracing		<p>7 days & get a test. Household members should also self-isolate for 14 days. If someone in the household is unwell, the child should self-isolate for 14 days.</p> <ul style="list-style-type: none"> • Ensure all children are reminded daily to inform their teacher if they feel poorly <p><u>Preparation for possible COVID-19 illness</u></p> <ul style="list-style-type: none"> • Establish clear communication protocol in school, for quickly notifying key staff and parent/carer • Set up COVID-19 risk/ incident log, for oversight by the safeguarding governor and further debrief/ training • Ensure Business Continuity Plans are up to date and consider how to manage/what to do if a large number of staff are required to self-isolate. <p><u>Responding to possible COVID-19 illness</u></p> <ul style="list-style-type: none"> • Child/ staff member with symptoms should go home as soon as possible and get tested for COVID-19 as soon as possible, and at the latest within the first 5 days of symptoms starting. <ul style="list-style-type: none"> ○ Tests for the general public can be booked online at www.nhs.uk/ask-for-a-coronavirus-test (or by calling 119) ○ Tests for essential workers are prioritised and can be booked at: https://www.gov.uk/apply-coronavirus-test-essential-workers. ○ For help with testing: https://www.nhs.uk/contact-us/get-help-with-asking-for-a-coronavirus-test/ • While waiting for collection, the child should wait in a well-ventilated room with a closed door, or if they cannot be isolated then move them to an area which is at least 2m away from others • PPE is required if a child or staff falls ill with coronavirus symptoms (young child or with complex needs) and requires direct personal care on site: <ul style="list-style-type: none"> ○ Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained ○ Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary ○ Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting) • Parents/ carer/ symptomatic staff provided with self-isolation advice, and information about NHS Test and Trace – schools can access 				

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		<p>further information and resources on NHS test and Trace HERE for Camden and HERE for Islington</p> <ul style="list-style-type: none"> • Safe disposal of PPE and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Clean the affected area with normal household disinfectant • Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms or the child subsequently tests positive. • If the school needs support with a possible case or has an enquiry contact the local Public Health Team for support – email CIPHAdmin@islington.gov.uk • Headteacher to follow up if test result is not received. • If the test result is: <ul style="list-style-type: none"> ○ Negative: unwell person can return to the setting if they feel well enough and their fellow household members can end their self-isolation. ○ Positive: unwell person must complete 7 day self-isolation and log onto NHS Test and Trace to share their recent close contacts. • The setting should notify PHE London Coronavirus Response Cell (LCRC 0300 303 0450) of all confirmed cases in the setting. Template letters and other communications materials for parents and staff members will be shared by LCRC and the local Public Health Team. • PHE LCRC will undertake a risk assessment and usually will advise that the class or year group who have been exposed should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless a household member becomes symptomatic. • As part of the NHS Test and Trace service, if other cases are detected within the cohort or wider setting, PHE LCRC will conduct a rapid investigation and advise schools. Closure of the whole setting will not generally be necessary. <p><i>By the September 2020, all schools will be provided with a small number of home testing kits that they can give directly to staff or parents/carers collecting a child who has developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</i></p>				
Communication to	Staff, Pupils,	Schools to develop protocol in place and includes:				

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parents and carers	visitors, contractors	<ul style="list-style-type: none"> Advise parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend Advise parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) Phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed. Parents/carers to be advised to follow guidance below COVID-19: guidance for households with possible coronavirus infection guidance 				
Access and egress onto school premises	<p>Staff, pupils, contractors, visitors</p> <p>Possible transmission of the virus between staff and children, and into the wider community.</p>	<ul style="list-style-type: none"> Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. Traffic management plan revised to ensure pedestrian / vehicle separation is maintained. Particular consideration given where queuing areas are introduced Markings to be made at school entry points to ensure adequate social distancing Pictorial notices for social distancing to be displayed Monitoring of queues by nominated staff members Staggered start times to be considered where possible Staff supervising entry to school to follow social distancing guidelines Hand washing / sanitisation stations available at point of entry to school building. All people entering the school building must sanitise hands prior to entry. Staff trained on hygiene protocols to eliminate cross-infection risks Age appropriate instruction provided to pupils on hand washing methods Used PPE and any disposable face coverings that staff, children or young people arrive wearing should be double bagged and stored for 72 hours then disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the guidance on cleaning for non-healthcare settings. Any non-disposable face coverings that staff, children or young people are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with 	<p>Information / protocol on safe entry to be disseminated to parents / carers / contractors</p> <p>Staff training on protocols</p> <p>Advice / instruction on social distancing / hygiene</p> <p>At Kingsgate pupils and staff can wear face coverings if they wish</p>	HT	16.10.20	Yes

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		them in order to take it home. The wearer must then clean their hands.				
Reception areas	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> Telephone appointments/emails to office where possible to minimise queues at reception Screens in place to separate staff and/or demarcation in place to maintain adequate social distancing Notices to maintain social distancing displayed Sanitisation / hand washing protocols to be observed when handling deliveries. Enhanced cleaning regime in place at reception and all school settings in line with COVID-19: cleaning of non-healthcare settings guidance <p>Visitors</p> <ul style="list-style-type: none"> Only essential visitors are allowed onto the school site. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Signage in reception regarding good hygiene. A record should be kept of all visitors 	<ul style="list-style-type: none"> Queuing to be minimised where reasonably practicable 			
Staff Areas	Staff, contractors, visitors	<ul style="list-style-type: none"> Social distancing guidelines to be applied Increased cleaning frequencies of hard surfaces. Minimise sharing of items Items to be sanitised before sharing / re-use by another person Handwashing /sanitisation protocols to be followed 				
Corridors / staircases	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Demarcation of adequate social distancing where queuing is expected. Pictorial notices to maintain social distancing displayed One-way systems introduced where reasonably practicable Increased natural ventilation by opening windows Reduce need for children to regularly leave the classroom where possible (containment/non mixing) Where corridor use is required, consider release of a classroom at a time and stagger to reduce traffic and avoid spread of infection. 	Reschedule contractor visits (unless emergency situation) to times when pupils are not present			
Classrooms	Staff, pupils, contractors,	<ul style="list-style-type: none"> For younger children the emphasis will be on separating year groups, 	Wherever possible keep the same teacher with the same			

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		<ul style="list-style-type: none"> • For older children social distancing should be implemented where possible i.e. they should also be supported to maintain distance and not touch staff where possible. • Settings should make small adaptations to the classroom to support distancing where possible i.e. seating pupils side by side and facing forwards, rather than face to face or side on • Tables / desks taken out of use or removed to maintain safe distance, where possible • Pictorial notices to maintain social distancing displayed • Increased natural ventilation and avoid rooms with no natural ventilation where possible. • Soft play / furnishing and items with intricate parts removed (Early years settings) • Increased cleaning frequencies of hard surfaces/emptying of bins • Classroom based resources, such as books and games, can be used and shared within the bubble and these should be cleaned regularly • Resources that are shared between classes or bubbles, such as Sports, Art and Science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Children and young people should still limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. • Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice • Items to be sanitised before sharing / re-use by another person • Teachers to ensure they clean their hands and surfaces, before and after handling pupils' books. 	pupil group			
Lunch times	Staff, pupils, contractors,	<ul style="list-style-type: none"> • Staggered lunch times to keep groups apart, where possible • Social distancing guidelines to be applied, where possible • Adequate supervision ratios to enforce social distancing guidelines • One-way systems introduced where reasonably practicable • Hand washing / sanitisation prior to food consumption – children to be supervised • Increased cleaning frequencies of hard surfaces. • Minimise sharing of items and crockery • Items to be washed / sanitised before sharing / re-use by another person • Consider other reduced risk option for kitchen staff and pupils e.g. have packed lunches prepared and delivered to the classrooms for 				

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		consumption. This will allow for segregation and reduced traffic, areas to be cleaned down, utensils/surfaces touching and transmission				
Hall / assemblies	Staff, pupils, Contractors,	<ul style="list-style-type: none"> • Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group. • Social distancing guidelines to be applied, where possible • Adequate supervision ratios • Pictorial notices to maintain social distancing displayed • One-way systems introduced where reasonably practicable • Enhanced cleaning regime in place to clean hard surfaces in between groups. • Utilise outdoor spaces for PE where practicable. 				
Toilets	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> • Entry into WC to be controlled • Pictorial notices to maintain social distancing displayed • Children to remain in team 'bubbles' • Hand washing protocol increased to before and after use of toilet facilities • Hand washing poster displayed in all WCs • Increased cleaning protocols 				
School Kitchens / school meal provision	Staff, pupils, contractors	<ul style="list-style-type: none"> • Staggered lunch and break times • Social distancing guidelines to be applied • Handwashing /sanitisation protocols to be followed • Increased cleaning frequencies of hard surfaces. • Work with school meal providers (Caterlink) to ensure safe systems and protocols are in place to reduce risk to kitchen staff and pupils • Combination of packed lunches / hot meal provision to minimise dining room traffic / volume 				
Break times	Staff, pupils, visitors	<ul style="list-style-type: none"> • Staggered break times to minimise mixing of groups • Playground to be sectored to help keep groups separate • Social distancing to be implemented to minimise contact with other groups • Adequate supervision ratios to monitor social distancing • Rotate indoor / outdoor play to minimise contact • One-way systems introduced where reasonably practicable • Prevent / reduce use of outdoor play equipment wherever possible as the virus lasts longer on metal surfaces • Soft play items removed (early years settings) 				

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		<ul style="list-style-type: none"> Water fountains taken out of use – individual water bottles/disposable cups to be used Rigorous cleaning regimes to be introduced between groups. 				
Fire Safety	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> Fire risk assessment and Emergency Evacuation Plans revised to take into account areas which may not be in use and changes of use to the building. Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors. 	<ul style="list-style-type: none"> Consider if separate class assembly places are required rather than a very large gathering at one place to reduce prolonged close contact and adhere to social distancing requirements. 			
Fire drills / Emergency situations	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> Adequate numbers of trained staff to safely evacuate all personnel on the school premises Demarcation of safe distancing in place at assembly points in line with social distancing guidelines where reasonably practicable Fire drill to be undertaken as soon as possible after re-occupation 				
First Aid	Staff, pupils, visitors	<ul style="list-style-type: none"> Adequate numbers of trained staff to administer First Aid Check First aid boxes content and facilities available Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting or vomiting PPE / Handwashing protocols to be followed 				
PPE		<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work.</p> <p>PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p>When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be worn as part of their care and treatment, should be worn. Guidance on safe working in education, childcare and children's social care</p>				

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Transport Arrangements	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> Protocol in place in line with Government Guidance Discussion with transport provider to confirm suitable safe protocols are in place e.g. social distancing / cleaning / hygiene and supervision arrangements. If using your own school minibus follow the government guidance for social distancing and cleaning/hygiene and supervision arrangements. Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of 2 metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport. 				
Contractors and Visitors	Repairs and maintenance, IT, partner organisations and other service providers etc.	<ul style="list-style-type: none"> Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. Site inductions are to be carried out on following social distancing principles All contractors will be informed before entering school regarding social distancing and good hygiene control measures. Staff and contractors are to maintain a safe distance between themselves and others. All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site. Agree approach to scheduled / ongoing building works. Settings to seek confirmation of the contractor's method statement / risk assessment. Inform any visitors, such as suppliers, not to enter the setting if they are displaying any symptoms of coronavirus. A record should be kept of all visitors. 				
Reoccupation of areas which have not been in use during lockdown.	Staff, pupils, contractors, visitors. Due to some or all parts of the school premises not being used for a period of time, inspection and testing of building services and safety	<p>Visual inspection of whole school premises to identify and remedy health and safety hazards.</p> <ul style="list-style-type: none"> Building services maintained in accordance with the PPM schedule: Maintenance checks of plant and equipment undertaken – including school kitchen equipment. Fire alarms and systems checked and operational including: <ul style="list-style-type: none"> Fire alarm panel status green Fire call points operational Emergency lighting operational Firefighting measures e.g. fire extinguishers, blankets all present 				

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	devices to ensure they are in full working order is required.	<p>and maintained</p> <ul style="list-style-type: none"> Gas systems maintained Water flushing of little used outlets undertaken to minimise risk of legionella and checks/maintenance undertaken/up to date on hot and cold water systems (and pools) in accordance with Legionella water risk assessment. Every tap (hot and cold) should be run for minimum of 2 minutes in all areas of the school premises which have not been used during lockdown period Electrical equipment and systems maintained Electrical gate systems maintained Lifts and lifting equipment/hoists maintained Ventilation / air conditioning / extraction systems maintained Asbestos management arrangements in place Boiler room plant inspected / maintained Fume cupboards maintenance up to date (Secondary schools only) Identify and remedy possible vermin infestations 				
Passenger Lifts	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> Procedure in place to control of access to lifts Increased Hygiene protocols introduced 				
COSHH Cleaning / Sanitisation products	Staff, Pupils Due to required increased cleaning/sanitising of hard surfaces and items in classrooms, there is a need to ensure no harmful effects arise from cleaning/sanitising product	<ul style="list-style-type: none"> Chemical Inventory and COSHH risk assessment updated to include all newly introduced cleaning products Manufacturers Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used. Strict instruction to staff / cleaning provider to keep any cleaning / sanitisation products stored / secure and out of reach of children at all times Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place. 				
Dealing with / clearing up with Body Fluids	Staff, pupils, visitors	<p>Protocol for cleaning Body Fluids to be updated to include COVID-19 risks to include:</p> <ul style="list-style-type: none"> Where clearing up of body fluids is required, the staff member must full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield PPE and waste disposal protocols to be followed (double bag waste then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished) 				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
		<ul style="list-style-type: none"> Handwashing protocols to be followed 				
Business Continuity	Staff, pupils	<ul style="list-style-type: none"> Schools Business Continuity Plan reviewed to include COVID-19 related risks Contingency Plans to be developed for school recovery in the event of local lockdown being initiated 				
Mental Wellbeing and Anxiety	Staff, pupils, parents/carers	<ul style="list-style-type: none"> Settings should bear in mind the potential concerns of pupils, students, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. The Department for Education is providing additional support for both pupil and staff wellbeing. Guidance on extra mental health support available for pupils and teachers. 				
Adherence to rules within school		<ul style="list-style-type: none"> Update behaviour policies Communicate the new rules to staff, students and parents Reinforce the new rules through daily teacher reminders Display the new rules prominently through the school and at the gate 				
School Trips	Staff, pupils	<ul style="list-style-type: none"> School trips to be robustly planned and risk assessments developed in line with current government social distancing guidelines. 				
Taking Fees		<ul style="list-style-type: none"> Payments should be made by direct debit or contactless methods wherever possible. Consider risks from fingerprint contact payment, (handwashing / sanitizing to be enforced). 				

Relevant links

- Guidance for full opening - Schools (Autumn 2020) - <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>
- Implementing protective measures in education - <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>
- Cleaning of non-healthcare settings - <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

5. Managing school premises during coronavirus outbreak <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
6. Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
7. First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>
8. Travel guidance [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)